

People & Organisational Development Partner

People & Organisational Development

Job Description

Purpose

To deliver high-quality people and organisational development services to underpin the delivery of the Royal Botanic Garden Edinburgh's (RBGE) mission, vision, and strategy.

The role comprises two key elements:

- To be part of a dynamic and partnership-focused People and Organisational Development (POD) service working across RBGE to deliver operational services, including supporting/advising/coaching managers and staff; resourcing; pay and reward; policy development; health, safety, and wellbeing, and working in partnership with our recognised trade unions.
- To act as POD Partner for the Botanic Trading Company, and the Development and Corporate Services Divisions of RBGE

Main Duties

Organisational Development

- Build and maintain strong relationships with key stakeholders as appropriate, playing a part in influencing and responding to RBGE's people management agenda and workforce plan
- Provide appropriate quality assured advice to RBGE and BTC staff on all aspects of people-related matters, in line with changing employment legislation and in support of good practice, and effective employee relations
- Demonstrate a strong commitment to quality services and continuous improvement; manage and enable change

Workforce Development and Reporting

- Support the Head of POD in implementing our People Strategy 2023-28 to underpin delivery of the Corporate Plan, with a particular focus on the Diversity aim of the strategy
- Provide a variety of audiences with appropriate data outlining POD and RBGE impact against key result measures, including liaison with internal/external auditors
- Ensure a high-quality recruitment service that supports workforce development and suitably represents the RBGE and BTC brands externally

Leadership and Management

- Act as an ambassador as appropriate, ensuring RBGE is positively represented on POD matters internally and externally; feedback relevant information to internal audiences to ensure greater awareness of the external environment

- Provide professional leadership and direction for the POD operational function, and provide high quality, innovative and consistent operational services ensuring functions continually develop for the future

Health, Safety and Wellbeing

- Support the Head of People and Organisational Development in the delivery of effective health and safety practices across all divisions

Any other reasonable duties as requested.

Person Specification

Essential Skills

- Previous experience of working at a mid/senior level within a People team
- Experience of successfully managing a varied case load including – absenteeism, disciplinary, grievance etc.
- Experience in developing and implementing a variety of OD initiatives across an organisation
- Experience of managing performance management/appraisal systems
- Experience of recruitment processes, including interviewing, selection techniques
- Excellent communication skills, both written and oral and be comfortable dealing with people at all levels
- Ability to influence at all levels across an organisation
- Good working knowledge of current employment legislation
- Good working knowledge of electronic People systems/databases

Desirable

- Previous employee relations experience
- CIPD qualified, ideally to level 5 or above or have equivalent work experience